

**CHILD AND ADULT CARE FOOD PROGRAM
MEAL BENEFIT INCOME ELIGIBILITY FORM (Family Day Care Home-Parent)
FISCAL YEAR 2012**

**CACFP MEAL BENEFIT INCOME ELIGIBILITY LETTER
(FAMILY DAY CARE HOME – PARENT)**

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled at a family day care home. The family day care home offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. The information will be kept confidential and only available to staff directly connected with administering the CACFP. The participant in the family day care home may qualify for tier I benefits if your household income falls within the limits on this chart:

Household size	Yearly
1	\$20,147
2	\$27,214
3	\$34,281
4	\$41,348
5	\$48,415
6	\$55,482
7	\$62,549
8	\$69,616
Each additional person:	\$ 7,067

If a child or a child's parent is participating in or subsidized under a Federally or State program with an income eligibility limit that does not exceed the eligibility standard for free or reduced price meals, meals served to the child are automatically eligible for tier I reimbursement, subject to the completion of the application.

Section 333 of the Act amends section 17(f)(3)(A)(iii)(III) of the Richard B. Russell National School Lunch Act [42 U.S.C. 1766(f)(3)(A)(iii)(III)] to allow tier II family child care home providers in the CACFP to assist in the transmission of household income information from families of enrolled children to their sponsors. Previously, if permitted by the State agency and the sponsors, tier II providers could distribute income eligibility forms to the households of enrolled children in their care, but it was the responsibility of the sponsors to collect the forms from the households. [7 C.F.R. §226.18(12)]. Under the Act, tier II family child care home providers now have specific authority to collect the household income eligibility forms from households and transmit the forms to their sponsors. However, if tier II family child care home providers wish to collect and transmit household information, the providers or the sponsors must ensure that each household knows:

- The household is not required to complete the income eligibility form in order for their children to participate in CACFP; and
- Households have the option, if they choose to complete the income eligibility form, of either:
 - Returning the form directly to the sponsor at the address indicated on the form; or
 - Returning the form to the provider with written consent allowing the provider to collect the form and transmit it to the sponsor on the household's behalf (☒ **the box in the "Written Consent" section on the reverse side of this form if you want the provider submit your application to the sponsor for you).**

Privacy Act Statement (This explains how we will use the information you give us): The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement (This explains what to do if you believe you have been treated unfairly): "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

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Part 1. All Household Members - including Enrolled Children:		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT). * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household received SNA, FDPIR, or TANF, provide the name and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: _____ CASE NUMBER: _____

Part 3. If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, or migrant coordinator Homeless ☐ Migrant ☐ Runaway ☐

Part 4. Total Household Gross Income (income before deductions) —You must tell us how much and how often:				
A. Name (List only household members with income)	B. Gross income and how often it is received: identify weekly, every other week, monthly, yearly...			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	how much/how often	how much/how often	how much/how often	how much/how often
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

Part 5. Signature and Last Four Digits of Social Security Number): An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or write the word None if the signer doesn't have a Social Security Number.** (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that the day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____ Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: _ * _ * - _ * _ - _____ (If none write the word "NONE")

Part 6. Participant's ethnic and racial identities (optional):	
Mark one ethnic identity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Mark one or more racial identities: <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander

Written Consent (✓ the box): ☐ **I WANT the provider to collect this form and transmit it to the sponsor on my behalf.**

Don't fill out this part. This is for official use only:

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year Household size: _____

Eligibility: Tier I _____ Tier II _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

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CATEGORICAL ELIGIBILITY

Complete this part for your children if you are currently receiving benefits from any of the following programs. Check all that applies and provide case numbers (attach this form to the Meal Benefit Income Eligibility Form):

	<u>Case Number</u>
<input type="checkbox"/> Food Distribution Program on Indian Reservation (FDPIR)	_____
<input type="checkbox"/> Cash Assistance (TANF)	_____
<input type="checkbox"/> Food Stamps Employment & Training Program (FS E&T)	_____
<input type="checkbox"/> Child Care and Development Block Program	_____
<input type="checkbox"/> Women, Infant, Children (WIC) Program	_____
<input type="checkbox"/> Transitional Child Care Program (TCC)	_____
<input type="checkbox"/> Child Day Care Administration Services	_____
<input type="checkbox"/> Head Start (qualified by income) / Even Start	_____
<input type="checkbox"/> National School Lunch (NSLP)	_____
<input type="checkbox"/> Commodity Supplemental Food Program	_____
<input type="checkbox"/> Unemployment Insurance	_____
<input type="checkbox"/> Breast and Cervical Cancer Treatment Program (AHCCCS)	_____
<input type="checkbox"/> S.O.B.R.A Children Age Birth – 19 (AHCCCS)	_____
<input type="checkbox"/> AHCCCS Care (AC)	_____
<input type="checkbox"/> AHCCCS for Families with Children	_____
<input type="checkbox"/> Medical Expense Deduction (MED) (AHCCCS)	_____
<input type="checkbox"/> Short Term Crisis Services Program	_____
<input type="checkbox"/> Low Income Home Energy Assistance Program	_____
<input type="checkbox"/> Telephone Assistance Program	_____
<input type="checkbox"/> SSI Cash	_____
<input type="checkbox"/> SSI MAO	_____
<input type="checkbox"/> QMB (Medicare)	_____
<input type="checkbox"/> SLMB (Medicare)	_____
<input type="checkbox"/> Senior Community Service Employment Program	_____
<input type="checkbox"/> Foster Grandparent Program	_____
<input type="checkbox"/> Senior Telephone Discount Program	_____

<u>Child's Name</u>	<u>Age</u>	<u>Birthdate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

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Instructions For Completing The CACFP Meal Benefit Income Eligibility Form

Follow these instructions, if your household gets SNAP, TANF or FDPIR:

- Part 1:** List all household members.
Part 2: List the case number for any household member receiving SNAP or TANF or FDPIR benefits.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. The last four digits of a Social Security Number is not necessary.
Part 6: Answer this question if you choose.

Follow these instructions, If you are applying on behalf of a FOSTER CHILD, follow these instructions:

If all children you are applying for are foster children, or if you are only applying for benefits for the foster child:

- Part 1:** List all foster children. Check the box indicating that the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is not necessary.
Part 6: Answer this question if you choose.

If some of the children in the household are foster children:

- Part 1:** List all household members. For any person, including children, with no income, you must check the "No Income Box." Check the box if the child is a foster child.
Part 2: If the household does not have a case number, skip this part.
Part 3: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, migrant coordinator. **If not applicable, skip this part.**
Part 4: Follow these instructions to report total household income from this month or last month:
Column A – Name: List only the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.
Column B – Gross Income and How Often it was Received: for each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:
In Box 1: List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.
In Box 2: List the amount each person got from the month from welfare, child support, alimony.
In Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.
In box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For **ONLY** the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm or rental property. Do not include income from DES Food Stamps, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.
Part 5: Adult household member must sign the form and list the last four digits of the Social Security Number.
Part 6: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

- Part 1:** List all household members. For any person, including children, with no income, you must check the "No Income Box."
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Follow these instructions to report total household income from this month or last month.
Column A–Name: List only the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.
Column B – Gross Income and How Often it was Received: for each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:
In Box 1: List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.
In Box 2: List the amount each person got from the month from welfare, child support, alimony.
In Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.
In box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For **ONLY** the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm or rental property. Do not include income from DES Food Stamps, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.
Part 5: An adult household member must sign the form and list the last four digits of his or her Social Security Number.
Part 6: Answer this question if you choose.